**SciENcv Instructions**

The Office Sponsored Programs at UI has pulled together and highlighted information about SciENcv in an effort to assist UI's research community. If you have questions or need assistance, please contact your Sponsored Programs Administrator.

**Full Instructions can be found at:** https://www.ncbi.nlm.nih.gov/books/NBK154494/

Science Experts Network Curriculum Vitae (SciENcv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words.

**What SciENcv does:**

- Eliminates the need to repeatedly enter biosketch information
- Reduces the administrative burden associated with federal grant submission and reporting requirements
- Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments
- Allows researchers to describe their scientific contributions in their own language

**Who Developed SciENcv**

The SciENcv utility is a cooperative project requested by the Federal Demonstration Partnership (FDP), which is an association of academic research institutions and federal agencies. In collaboration with the FDP, SciENcv is being built by the National Center for Biotechnology Information (NCBI) at the National Institutes of Health under the aegis of an interagency workgroup composed of members from the Department of Defense, the Department of Energy, the Environmental Protection Agency, the National Institutes of Health, the National Science Foundation (NSF), The Smithsonian, and the United States Department of Agriculture. The interagency workgroup operates under the National Science and Technology Council's (NSTC) Research Business Models and Science of Science Policy Committees.

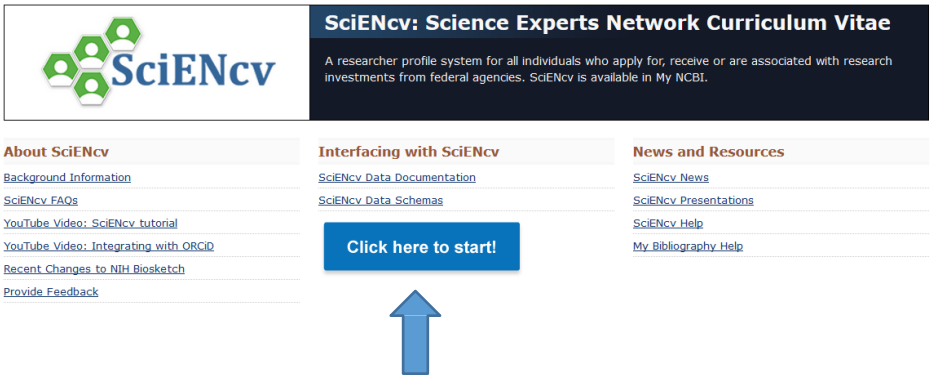
**Principles of SciENcv**

- Any researcher may register
- Leverages data from existing systems
- Data are owned by the researcher
- Researcher controls what data are public
- Researcher edits and maintains information
- Researcher provides own data to describe research outcomes
- Researcher has ultimate control over data in biosketch

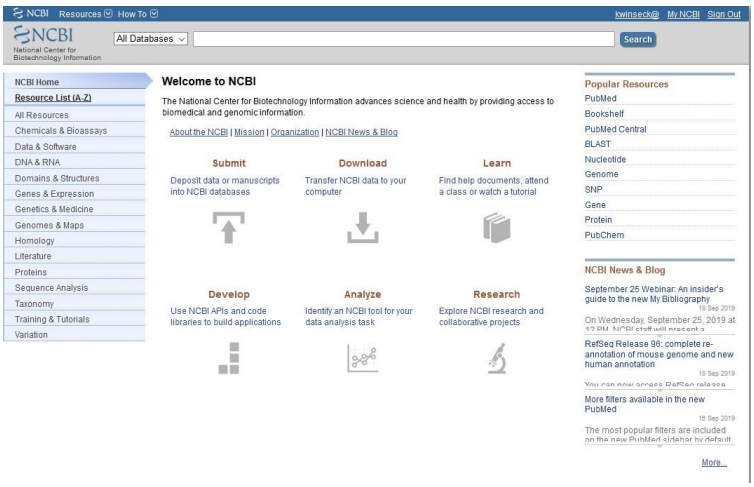
Reference: https://www.ncbi.nlm.nih.gov/sciencv/background/

# Step-by-step Access to SciENcv

1. If you already have a login for NCBI, start here https://www.ncbi.nlm.nih.gov/account/, otherwise, if you need to create an account, start here: https://www.ncbi.nlm.nih.gov/sciencv/, and follow the instructions below:



1a.



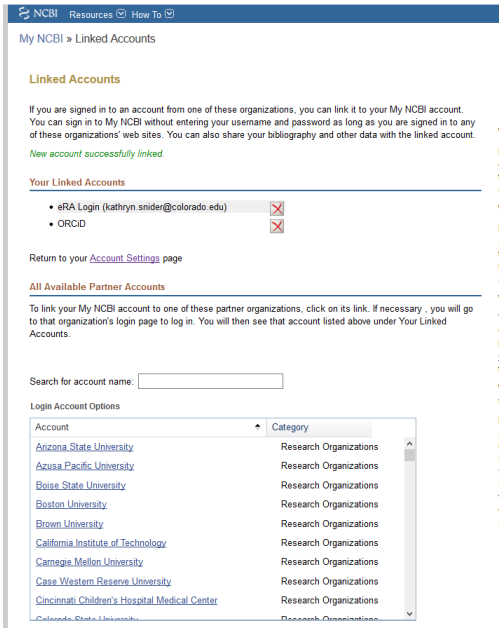

If your login method brings you to this landing page, **select MyNCBI**. Otherwise, see the landing page in step 1 of the next section, **Linking Your Accounts.**

# Linking Your Accounts

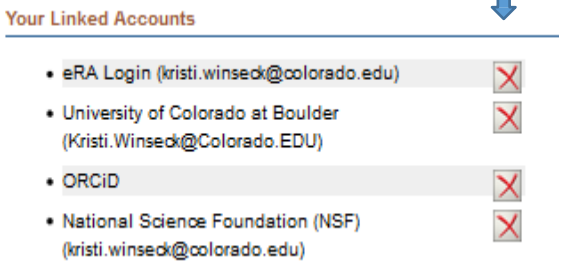
1) Link your accounts by **clicking your user name** in the upper right-hand corner.

2) **Select Change** under linked accounts.

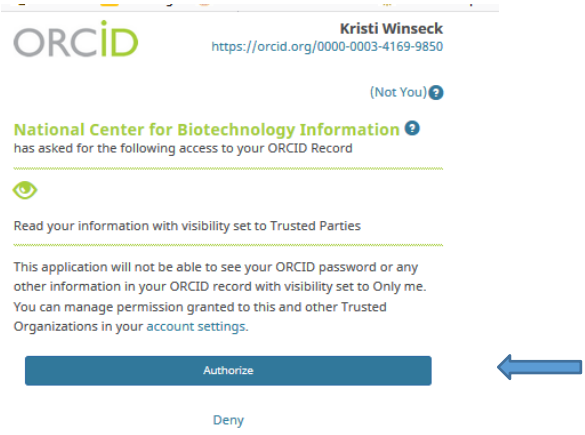
3) **Search** for the account name you'd like to link and then **follow the instructions** on the link.




You will be able to see which accounts you've linked. **Click on the red X** to unlink accounts.




4) As you link your accounts, you may get messages that look similar to this; make sure you authorize so that the records can "talk" to each other.



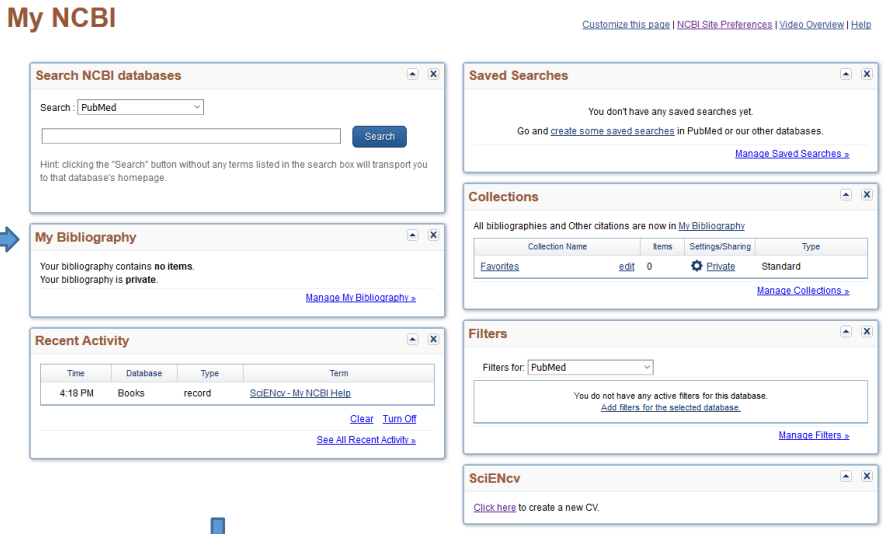
# Building Your Record

1) If you've already built your record, skip to the next section, **Building your Biosketch through SciENcv**.

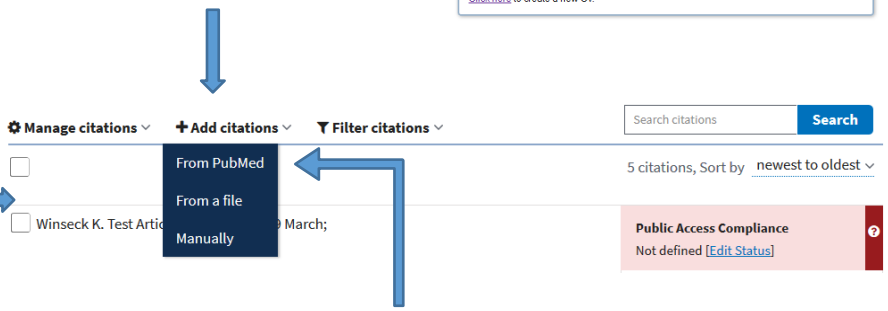
2) To build your record using your ORCID account, see the next section, **Building your Biosketch through SciENcv** to pull in information from your ORCID – once records are loaded from ORCID, they will also reside in the My Bibliography section.

3) To build your record manually, follow the instructions below:

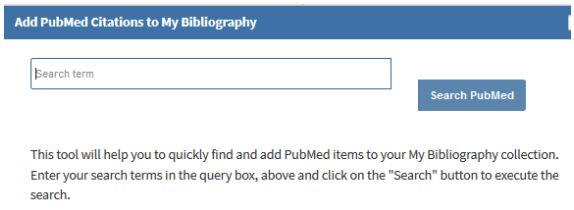
If you choose not to use ORCID to build your SciENcv file, you can build your bibliography through **My Bibliography**.



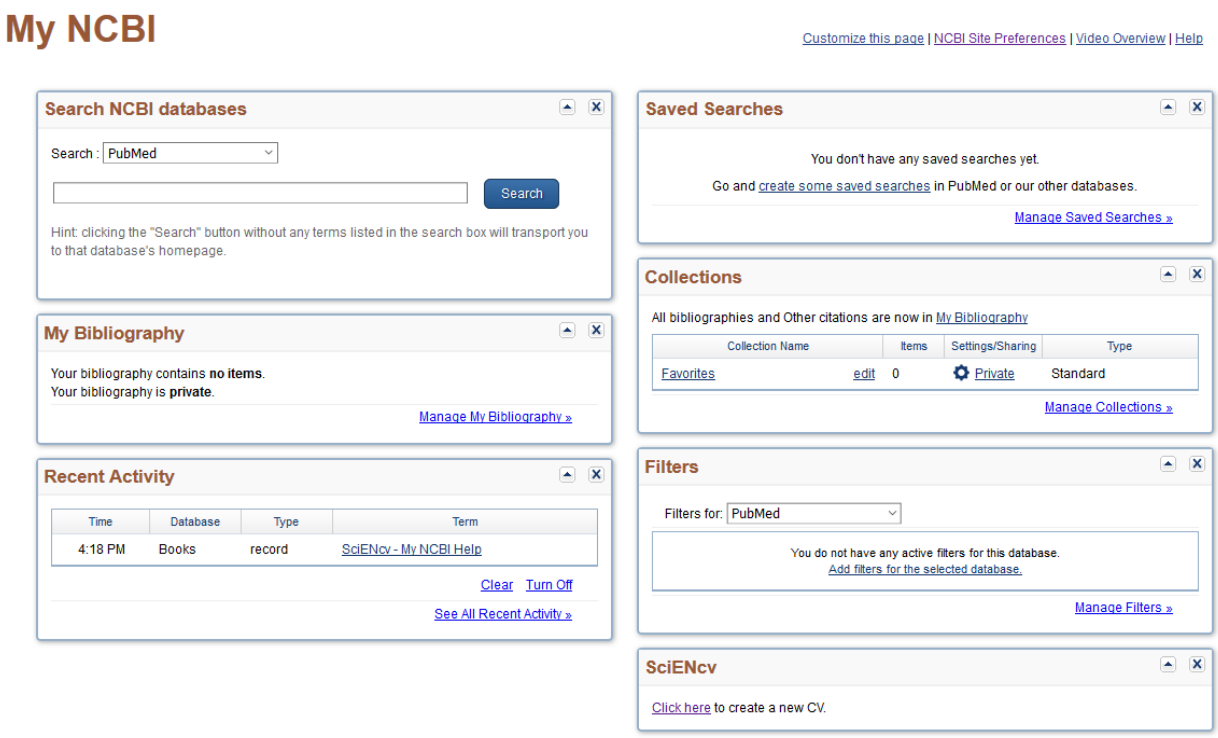

When **adding from a file,** you can use only .ris, .txt, .nbib

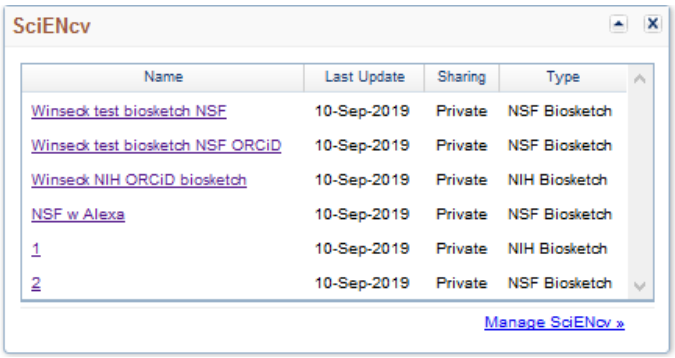



When **adding through PubMed,** you can search by search by topic, title or author.

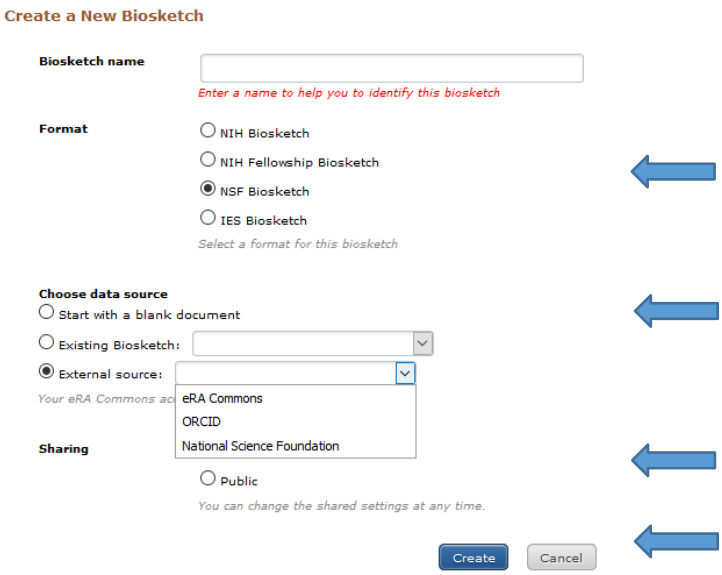


# Building your Biosketch through SciENcv




If you don't have any Biosketches built yet, you will **select Click here**.
**OR**
If you do have Biosketches built, you will **select Manage SciENcv**.

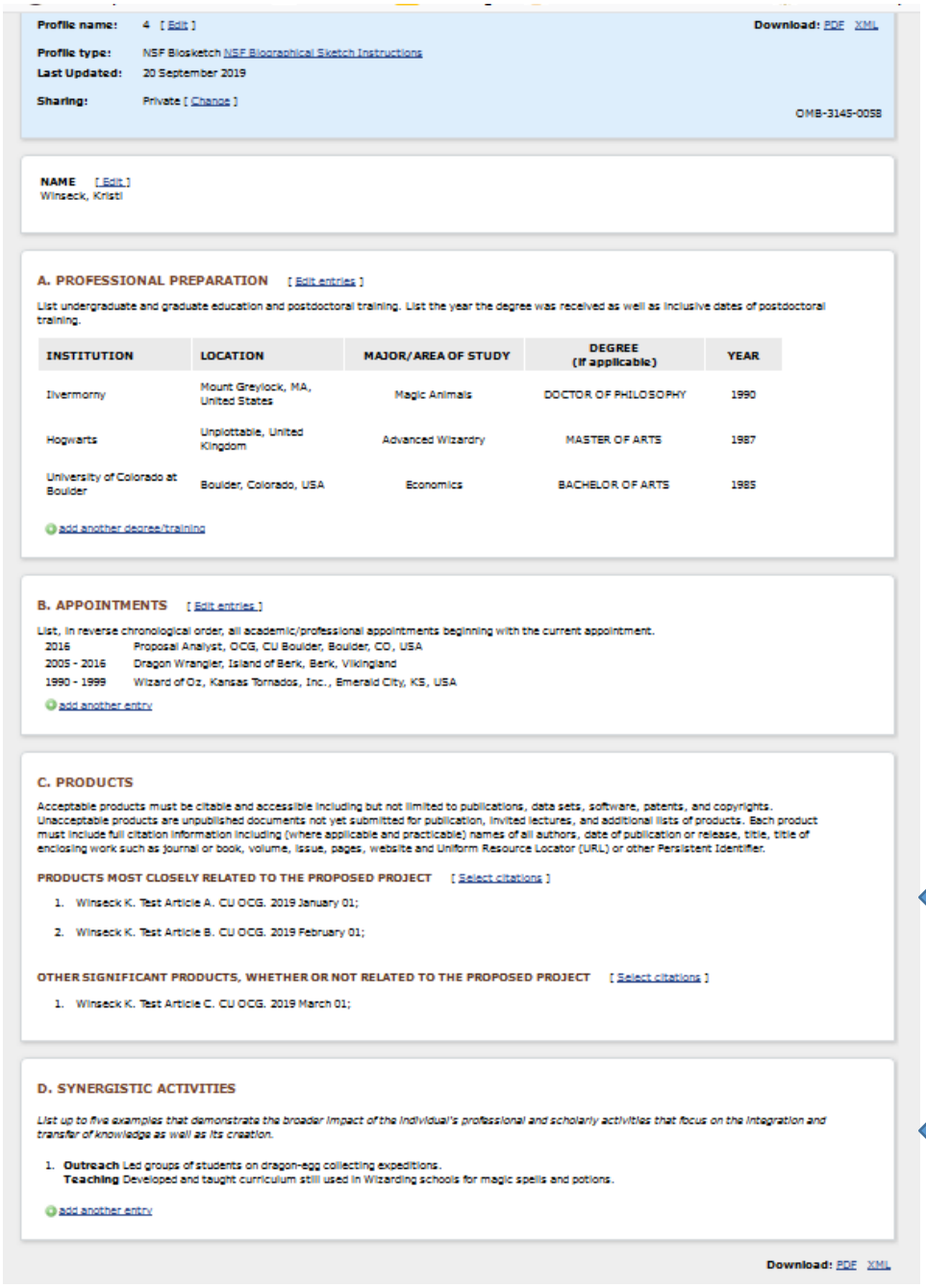



**Choose** the type of Biosketch you need to build, the source of the data*, and if it will be public or private.
*Note that if you choose an existing biosketch, any existing information that is required in the new biosketch will transfer, for example, personal statements for NIH.

**Select Create**

Document Date 12-2019

# BUILD AN NSF BIOSKETCH



**Profile name:** 4 [ Edit ] **Download:** PDF XML

**Profile type:** NSF Biosketch NSF Biographical Sketch Instructions

**Last Updated:** 20 September 2019

**Sharing:** Private [ Change ]

OMB-3145-0058

**NAME** [ Edit ]
Winseck, Kristi

**A. PROFESSIONAL PREPARATION** [ Edit entries ]

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

| INSTITUTION | LOCATION | MAJOR/AREA OF STUDY | DEGREE (if applicable) | YEAR |
|---|---|---|---|---|
| Ilvermorny | Mount Greylock, MA, United States | Magic Animals | DOCTOR OF PHILOSOPHY | 1990 |
| Hogwarts | Unplottable, United Kingdom | Advanced Wizardry | MASTER OF ARTS | 1987 |
| University of Colorado at Boulder | Boulder, Colorado, USA | Economics | BACHELOR OF ARTS | 1985 |

add another degree/training

**B. APPOINTMENTS** [ Edit entries ]

List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.

2016 Proposal Analyst, OCG, CU Boulder, Boulder, CO, USA
2005 - 2016 Dragon Wrangler, Island of Berk, Berk, Vikingland
1990 - 1999 Wizard of Oz, Kansas Tornados, Inc., Emerald City, KS, USA

add another entry

**C. PRODUCTS**

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ Select citations ]

1. Winseck K. Test Article A. CU OCG. 2019 January 01;
2. Winseck K. Test Article B. CU OCG. 2019 February 01;

**OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT** [ Select citations ]

1. Winseck K. Test Article C. CU OCG. 2019 March 01;

**D. SYNERGISTIC ACTIVITIES**

*List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.*

1. **Outreach** Led groups of students on dragon-egg collecting expeditions.
   **Teaching** Developed and taught curriculum still used in Wizarding schools for magic spells and potions.

add another entry

**Download:** PDF XML

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections.

To select products, or choose different ones, choose **Select Citations,** then follow directions in the **Choose My Bibliography** section below.

Unless you copied this from another NSF biosketch, the Synergistic Activities section **must** be **manually entered.** See the Formatting page following the NIH instructions for how to format this section.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ Save citations ]

You have not included any product in this section.

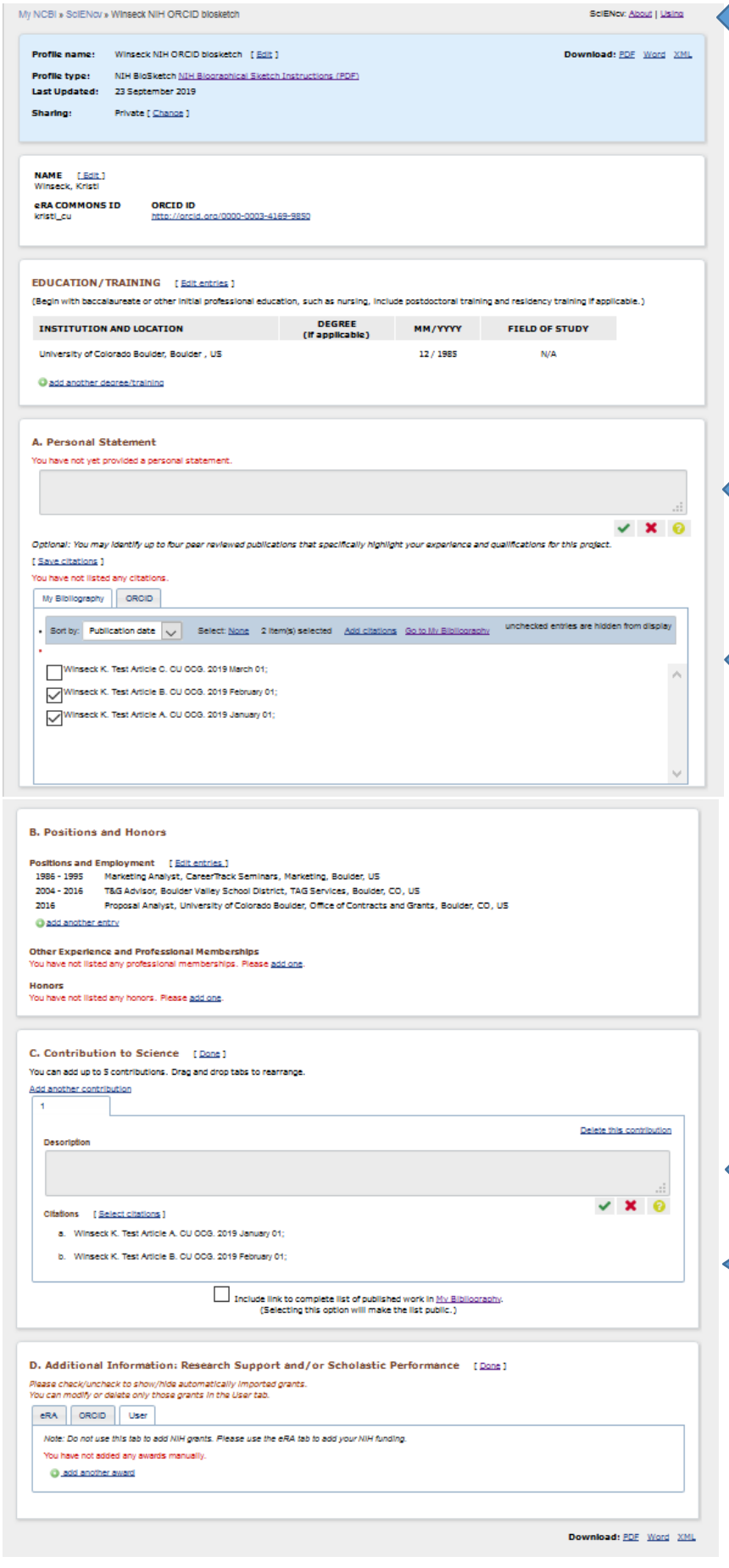
My Bibliography | ORCID

Sort by: Publication date Select: None 0 item(s) selected Refresh the list from ORCID unchecked entries are hidden from display

- Test Article D. CU OCG. 2019 April;
- Test product.
- Orcid test article 2. 2006 February;
- Test Product 2.

**Choose My Bibliography** for citations stored on this site, or **ORCID to import citations** from ORCID. If you've added citations to ORCID since creating this biosketch, **click on Refresh the list from ORCID**.

# BUILD AN NIH BIOSKETCH




Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections.

Unless you copied this from another NIH biosketch, the Personal Statement section **must be manually entered.** See the Formatting page following this page for how to format this section.

See the instructions in the **NSF biosketch section** above for how to **update and select citations.**

Unless you copied this from another NIH biosketch, the Contributions to Science Description **must be manually entered.** See the Formatting page following this page for how to format this section.

Update this section the same way you do the citation sections. See the instructions in the **NSF biosketch section** above for how to **update and select citations.**

# FORMATTING TEXT BOXES IN THE BIOSKETCH

SciENcv uses "Markdown" syntax which allows you to add simple formatting to your personal statement, if necessary.

**We do NOT support HTML tags.**

This is true of all text boxes, not just the personal statement.

**Phrase Emphasis**

- *italic*
- **bold**

**Headers**

- # Title = First level header
- ## Title = Second level header
- ### Title = Third level header

**Lists (lists can be nested)**

*Ordered, without paragraphs:*

- 1. Item1
- 1. Item2

*Unordered, with paragraphs:*

- * A list item.

*With multiple paragraphs.*

- * Bar

**Manual Line Breaks**

End a line with two or more spaces.

**"Escaping" formatting characters**

If you want to type a formatting character and have it treated as text not formatting, type a backslash first \. This means * gives *, _ gives _ etc.